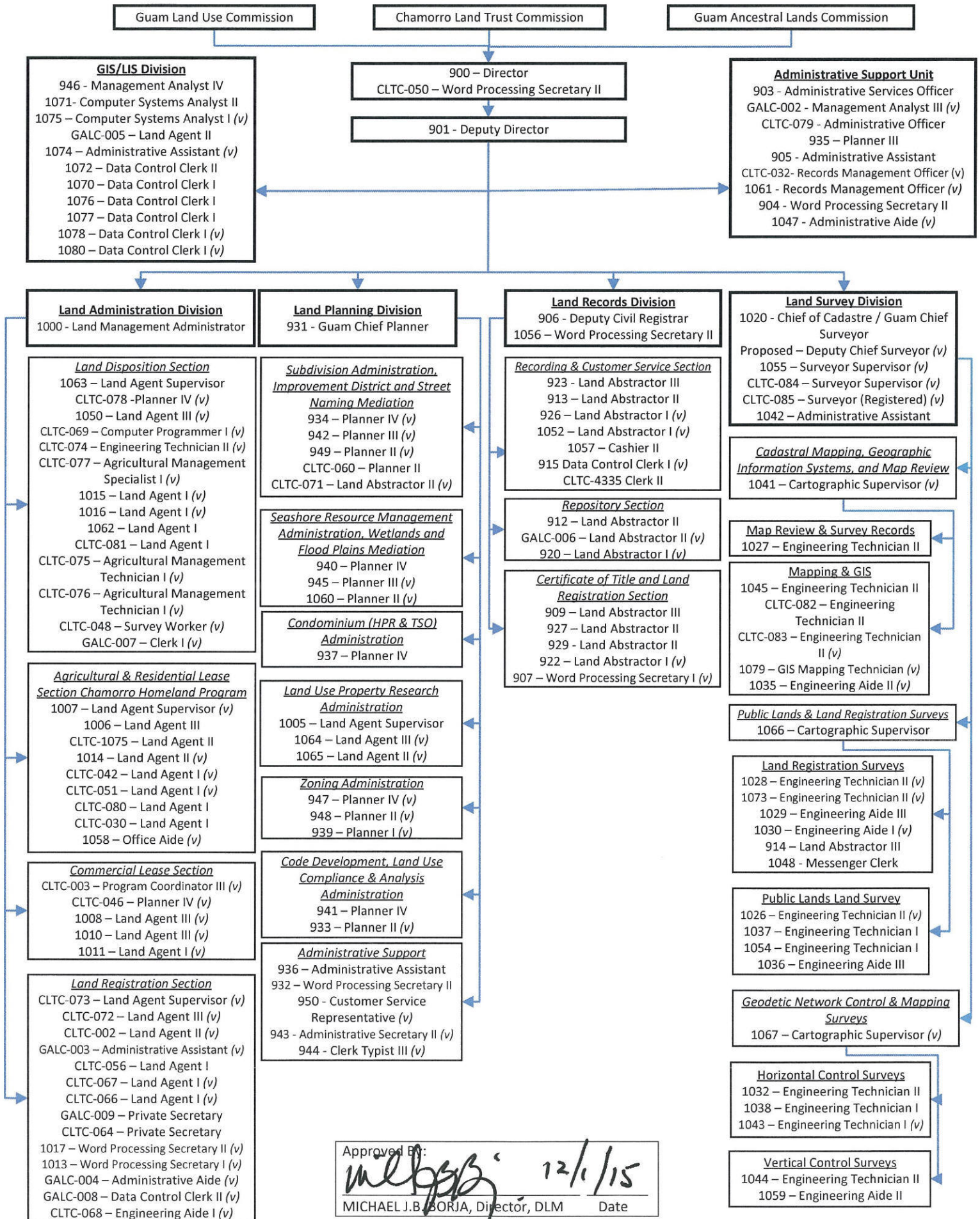


# DEPARTMENT OF LAND MANAGEMENT ORGANIZATIONAL CHART





# DEPARTMENT OF LAND MANAGEMENT FY 2016 FUNCTIONAL CHART

Guam Land Use Commission

Chamorro Land Trust Commission

Guam Ancestral Lands Commission

## Director

### Deputy Director

1. To maintain and effectively manage the destiny of all public lands considering the social and economic factors.
2. To ensure an effective management regulation and control the developments determined to be of public interest for its continued social economic welfare.
3. To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the Department.
4. Maintains several authorities: Executive Secretary (21 GCA, Chapter 60), CLTC Administrative Director (21 GCA Chapter 75); GALC Executive Director (21 GCA, Chapter 80); Administrator, Territorial Seashore Protection Commission (21 GCA, Chapter 63); Recorder (21 GCA, Chapter 60); Cadastre (21 GCA, Chapter 60); Territorial Surveyor (21 GCA, Chapter 60).
5. To automate and secure geographic and land information system within the Department.
6. To maintain copies of documents from the U.S. Naval Government RE: Government land usage.

### GIS/LIS Division

1. Passage of Public Law 20-221 in 1990 served as the catalyst for DLM's GIS / LIS program as it provided funds to initiate the automation of DLM 's land records. In 1991, Public Law 21-42, created the GIS / LIS Division within DLM. Moreover, it provided the means to obtain additional hardware and software requirements in order to facilitate the automation of DLM's mandated tasks. These laws were brought about the Legislature out of the concern for DLM to gain confidence of the taxpayers in protecting all of Guam's land assets. DLM intends to fulfill this trust partly through office automation.
2. The GIS/LIS program is aimed at capturing all data elements (maps and land records) for the entire island of Guam. GIS/LIS is required to provide automation with various divisions within DLM.
3. The GIS/LIS division has several computers of which must be maintained and served as needed. Moreover, personnel are required to conduct technical assistance and maintenance for the GIS / LIS division's mandates. The current software used will require continual updates as new technology is developed.

### Administrative / Technical Support Staff

#### Management Analyst IV

#### Administrative Services Officer

1. To evaluate management services' effectiveness and recommend or initiate changes in policies, programs, and requirements to improve department effectiveness.
2. To provide technical guidance and assist the program administrators in the fulfillment of the commitment to their respective programs, such as planning, developing, and implementing regulations.
3. To provide accountability of funds, control of the financial budget and expenditures. Prepares financial reports, status and obligations.
4. Maintain fixed assets and property control.
5. Oversees personnel, payroll, training, and safety management.
6. Submits annual departmental budget.

### Land Records Division

#### Deputy Civil Registrar

1. To initiate Land Registration on Government Land pursuant to the Land Registration Act section 1157, Civil Code of Guam.
2. To receive and record documents after ensuring that all legal requirements are compiled pursuant to section 13100, Government Code of Guam and section 1157, Civil Code of Guam.
3. To process all Certificate of Title request such as the Issuance Request, Owner's Certified in Place of Lost One, Update and Certify of Title and Bail Bond Request for use as Evidence in Court.
4. Administer services to the General Public Private Research Companies, Real Estate Companies, etc., and other Government Agencies on the research of ownership, location of boundaries and certification of ownership pertaining to real property.



# DEPARTMENT OF LAND MANAGEMENT FY 2016 FUNCTIONAL CHART

**Director**  
**Deputy Director**

**Land Administration Division**  
**Land Management Administrator**

1. To promote and sustain through effective Public Land Management and implementation Techniques for the development of productivity of Public Land pursuant to the Chamorro Homeland Programs in accordance with Guam Code Annotated, Title 21, Chapter 75 and other mandated Public Laws 12-226; PL 23-38; PL 24-318 and Administration Authority on September 12, 2011 and October 1, 2012 under Reorganization Advisory #5 & #9.
2. To uniformly dispose the returned surplus Public Land that pass title of Federal excess lands returned to Government of Guam, back to original landowners or their heirs pursuant to the creation of the Guam Ancestral Land Commission in accordance with Guam Code Annotated Title 21, Chapter 80 and other mandated Public Laws 25-45; PL 25-178.
3. To acquire at a fair price by negotiated purchase Private Land for public purpose as mandated by law.
4. To provide staff services program and enforcement; Administer constructive Land Use Program, Land Acquisition Proposals; and Administered Land Disposition Program.

**Land Planning Division**  
**Chief Planner/ Guam Chief Planner**

1. Guam Land Use Commission, Guam Seashore Protection Commission, Guam Natural Resource Board and the Application Review Committee entrusted with the regulatory responsibility administering the legislative and executive intent of 21 GCA, Chapter 60 (Land Management Planning); 21 GCA, Chapter 60 (Land Management - Street Naming Plan); 21 GCA, Chapter 60 (Land Management Natural Resource Utilization) 21 GCA, Chapter 61 (Zoning Law); 21 GCA, Chapter 62 (Subdivision Law); 21 GCA, Chapter 63 (Guam Territorial Seashore Protection Act of 1974); 21 GCA, Chapter 45 (Horizontal Property Act); 21 GCA, Chapter 47 (Time Share Ownership Act); Executive Order 78 - 20 (Flood Hazard Area of Particular Concern); Executive Order 96 - 26 (Application Review Committee); Executive Order 90 - 13 (Protection of Wetlands); and Public Law 12 - 126 and 20 - 151 and Executive Order 89 - 09 (Historical Preservation); and P.L. 21-82:4 as amended by P.L.21-144:8 (Summary Zone Change Program and P.L. 25-131, (Split Zone Change Program, Public Law 21-14 Section 11 (LUPRA); P.L. 27-91, (Minor Setback Variance), & P.L. 28-126, (Map Certification Process).
2. To support and provide for the channeling past, present and future developments into meaningful and integrated direction for the protection and enhancement of the quality of life on Guam. Pursuant to Executive Advisory No. 5 & No. 9, to provide technical assistance to the Chamorro Land Trust Commission.

**Land Survey Division**

**Chief of Cadastre / Guam Chief Surveyor**

1. Maintain a Land Cadastre System through a Land Square Grid System (Guam Map Grid 1993) pursuant to Guam Code Annotated Title 21, Chapter 60, Section 60601.
2. Establish a uniform system of primary, secondary, and tertiary geodetic network controls known as the Guam Geodetic Network (GGN) in accordance with the Federal Geodetic Control Committee's Geometric Geodetic Accuracy Standards and Specifications using GPS Relative Positioning Techniques. Mandated under Guam Code Annotated, Title 21, Chapter 60, Section 60515.
3. Survey and map all real properties belonging to the government of Guam for which certificates of title have not been issued in order to accomplish the registration of such properties. Pursuant to Guam Code Annotated, Title 21, Chapter 60, Section 60503.
4. Maintain and preserve current records of surveys and maps of the island for both the government and private sector in accordance with the Subdivision Law and the Land Survey Manual. Pursuant to Guam Code Annotated, Title 21, Chapter 62.
5. Conduct technical and detail reviews for accuracy on survey maps submitted by professional licensed surveyors ensuring application of an established uniform procedure for the survey of public and private lands within the island. The application of an established uniform procedure for the survey of public and private lands within the island in accordance with the provisions of the Subdivision Law and the Land Survey Manual and sound surveying practices.
6. Performs site survey tasking to locate, mark and map land boundaries, preparation of metes and bounds description of all land owned, controlled or in possession of the Government of Guam, or which may hereafter be acquired by the Government through purchase or condemnation. Pursuant to Executive Advisory No. 5 & No. 9, to provide technical assistance to the Chamorro Land Trust Commission..

Approved By:

*Michael J.B. Borja* 12/1/15  
MICHAEL J.B. BORJA, Director, DLM Date